

STATE OF CALIFORNIA

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CONTROLLER OF CALIFORNIA

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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: March 17, 1999

PERSONNEL LETTER # 99-005  
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief  
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY/PAYROLL PROCESSING FOR THE MARCH 2, 1999  
GENERAL SALARY INCREASE - BARGAINING UNITS 12 AND 13  
EMPLOYEES

Per the Department of Personnel Administration (DPA) Pay Letter 99-06, Bargaining Units 12 and 13 Rank and File employees are entitled to a 4% salary increase effective March 2, 1999. All R12, R13, C12, C13, E12, E13, and E97 designated employees in R12 and R13 classes, shall be entitled to the 4% increase.

To implement the salary increase, the State Controller's Office, Personnel/Payroll Services Division (PPSD), will post a 03/02/99 effective date GEN transaction to the employees' Employment History (EH) records by either: 1) processing a EH Data Base mass update; or, 2) manually processing transactions for those employees who cannot be included in the mass update (see below).

The following describes the EH/payroll processing information for the salary increase as well as the mass update and manual processes:

#### I. GENERAL INFORMATION

The GEN transaction will reflect the salary increase within the employees' base salary rate. Employees designated C12, C13, and E97 in an R12 or R13 class who received the 3% Excluded Salary Differential (Earnings ID: 8PFP) will have the Earnings ID removed with the posting of the GEN transaction.

##### A. The EH mass update process:

The EH mass update is scheduled for March 18, 1999 and will include all active or on-leave Bargaining Units 12 and 13 employees.

Turnaround (TAD) PARs will be issued from the mass update process. PPCSD will resolve discrepancies resulting from the update and TAD PARs will be distributed to departments after records are corrected. If a TAD PAR for an

employee is not received within 10 days after receiving the majority of your department's TAD PARs, please call the Personnel Operations Liaison Unit at (916) 322-6500 or Calnet 492-6500.

B. The manual update process:

Employees with the following employment status will be manually processed:

a plus salary rate;

out-of-sequence situations (i.e., EH records reflecting transactions with an effective date after 03/02/99), including employees who separate on or after 03/02/99;

separated, without fault, effective prior to 03/02/99 with lump sum payments extending into/beyond the 03/99 pay period.

PPSD will begin manually updating these employees on 03/19/99. TAD PARs will also be issued from the manual update process.

II. SPECIAL EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Per DPA, an MSA shall be applied before a salary range change. Thus, the 03/99 MSA must be posted on an employee's EH record before the 03/02/99 salary increase and must be based on the old rate.

If the 03/02/99 MSA has not been processed, key enter the GSI Code O on the MSA transaction to denote the old salary rate. Note: If the 03/02/99 GEN transaction is posted prior to processing the MSA transaction, the GEN transaction must be voided and re-entered after the MSA transaction is keyed.

If the 03/02/99 MSA transaction is already posted and needs to be corrected, key enter the GSI Code O on the MSAC transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code 'O' could result in an incorrect base salary rate and anniversary date on the MSA transaction (i.e., overpayment).

III. PAYROLL ADJUSTMENTS - FOR SEMI-MONTHLY AND BI-WEEKLY EMPLOYEES ONLY

A. Bi-weekly employees:

Departments must submit Form STD. 674/674D to request adjustments to all payments already issued for the first 03/99 bi-weekly pay period (pay period ending 03/13/99). The Form STD. 674/674D must include hours paid at the old rate and hours to be paid at the new rate.

B. Semi-monthly employees:

The regular payments (except as indicated below), regular (i.e., non-FLSA) overtime and lump sum payments that have already been issued for employees paid on a semi-monthly basis will automatically be adjusted for the first half of the 03/99 pay period via the above update processes. The adjustments should be issued in the payroll cycle issue dated 03/22/99.

Adjustments to the following payments for the first half of the 03/99 pay period must be requested on a Form STD. 674/674D:

Regular pay with dock applied for employees with mid-month change

Regular pay for employees on alternate work schedules or a shift designated agency code and time paid does not equal time possible for the pay period

FLSA Overtime

Industrial Disability (IDL)

Temporary Disability (TD)

NDI Annual Leave Supplementation

Out-of-class

#### IV RETROACTIVE CHARGES

All transactions as a result of the March 2, 1999 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the above EH updates should not be reflected on the Monthly Retroactivity Report. However, any EH transaction, except for the GEN transaction, and payroll transactions that are key entered/initiated by a department will appear on the department's report. The department can return the report identifying the items associated with the salary increase along with the appropriate explanation.

#### V. TELEPHONE CONTACTS

Questions regarding the Units 12 and 13 salary increase and EH/payroll processing information can be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NO.
Salary Program	DPA	(916) 324-0439 CALNET 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 CALNET 492-6500
Disability Procedures	Disability Liaison Unit	(916) 322-3619 CALNET 492-3619
General Payroll Procedures	Payroll Liaison Unit	(916) 323-3081 CALNET 473-3081

RZ:LMC/PMAB